



September, 2018

To: **4-H Club Leader** - please share this information with your youth members and adult volunteers
From: Tracie Hanson, Grays Harbor County 4-H Program Coordinator

Welcome to fall and the beginning of a new and exciting 4-H year! Your continuing commitment to the youth in Grays Harbor County continues to amaze us. This letter will help to outline the steps that are required in order for youth members, adult volunteers, and clubs to return to active status as the new 4-H year begins on October 1.

- ✿ Washington State 4-H uses an online enrollment system. All returning youth members and adult volunteers must login to their 4HOnline profile by December 1 and update their information. The 4HOnline Enrollment guide is available to assist with this process on our website and at <http://extension.wsu.edu/4h/join-4-h/>.
- ✿ Will you be welcoming new youth members or adult volunteers to your club? They must also complete the 4HOnline enrollment process. New adult volunteers must also complete the steps outlined in the volunteer application cover letter found at <http://extension.wsu.edu/graysharbor/4-h/become-a-4-h-volunteer/>
- ✿ The **Annual Financial Summary** report must be completed, including peer review, and returned to the Extension Office. Even if your club does not have a bank account or raise funds please indicate this information on the form and return it to the Extension Office by December 1.
- ✿ The **4-H Club Chartering Document** is required for all 4-H clubs in order to be recognized as part of 4-H, and to be authorized to use the 4-H Name and Emblem. Please complete all sections, sign, and return the document no later than December 1. New clubs will also need to complete a Constitution & Bylaws document.

OTHER NOTES:

- Successful clubs are planners! By completing the attached Club Planning Calendar with youth and volunteers in your club you will see increased participation, learning, and fun! Keep this for your records.
- The Washington State 4-H Enrollment fee includes the purchase of American Income Life supplemental medical/accident insurance for all enrolled 4-H members. Volunteers are not included in this purchase as Washington State Law requires all volunteers working in support of WSU programs be covered by worker's compensation insurance provided by Washington State Department of Labor and Industry. Grays Harbor County 4-H will also purchase a supplemental annual medical/accident policy to cover all enrolled volunteers. American Income Life insurance can also be purchased (and is recommended) for event participants. See: <http://www.americanincomelife.com/who-we-serve/4-h-insurance> for more info.
- We have made the Grays Harbor County 4-H website your one stop 4-H shop for forms, links, newsletters, enrollment, calendars, documents, events, and more! Visit us <http://extension.wsu.edu/graysharbor/4-h/>.
- Remember to report your 4-H volunteer hours. This information is used by WSU and the State of Washington to look after the wellbeing of all enrolled volunteers and is vital to showing state and local decision-makers how much time each volunteer leader contributes to our county through the 4-H program. Visit <http://extension.wsu.edu/graysharbor/4-h/reporting-your-volunteer-hours/>.

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**WASHINGTON 4-H CLUB/GROUP/COUNCIL/AUTHORIZED UNIT ANNUAL
FINANCIAL SUMMARY REPORT
TO WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year: October 1, 20____ to September 30, 20____.

Tax ID# (EIN) _____ County _____

Club/Group _____

Mailing Address—Street or PO Box _____

City _____ Zip _____

Phone Number _____ Contact email _____

Bank Name and Branch _____

Attach a copy of your bank signature card.

Account # (Checking) _____ (Savings) _____

	CHECKING	SAVINGS	INVESTMENTS
Beginning Balance			
Total Income			
Total Expenses			
Ending Balance			

List any Donors and Fund Raising Activities (place an *asterisk next to those who gave more than \$5,000)

Name _____ \$ _____

(Add additional sheets if necessary)

Treasurer's Signature _____

Treasurer's Name (printed) _____

Leader's Signature Leader's Name (printed) _____

Attach a copy of your Audit Report and Property Inventory List.

**This form is due in the county 4-H Extension Office
By December 1 of current 4-H year**

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WASHINGTON STATE UNIVERSITY
EXTENSION

4-H Club Chartering Documentation
Oct. 1, 2018 – Sept. 30, 2019

The 4-H Youth Development Program is the nation’s largest non-formal, out-of-school, inclusive youth development program. The 4-H Name and Emblem is federally protected (18 USC 707) as the official trademark of USDA for Extension youth development education in the land-grant system.

A 4-H Club Charter allows a group to use the 4-H Name and Emblem. The Charter documentation provides communication, education, and accountability. Once a Charter is granted, the rights and responsibilities of the 4-H partners remain consistent over time. An annual update and renewal of the information is all that is needed. 4-H Charters may be revoked if 4-H Clubs knowingly and consistently 1) create unhealthy and unsafe environments for participants, 2) use the 4-H Name and Emblem inappropriately, and/or 3) function in a discriminatory manner.

4-H CLUB ORGANIZATIONAL INFORMATION

County: Mason Grays Harbor

Name of 4-H Club: _____

Does this 4-H Club have a Constitution and Bylaws (State policy 6.6)?

Yes No

Does this 4-H Club have 5 or more youth from 3 or more families in its membership (State policy 6.1)?

Yes No

To help youth practice decision-making in a safe environment, 4-H clubs often choose “youth officers” to practice leadership skills in 4-H. Does this 4-H Club have youth officers? Yes No

Youth Officers (if applicable):

President/Chair: _____

Vice-President/ Vice-Chair: _____

Secretary: _____

Treasurer: _____

Other: _____

MEETING INFORMATION AND EDUCATION

To provide an ongoing, positive learning environment, this 4-H club will schedule a minimum of 6 club meetings during the 4-H year. Each 4-H club meeting will consist of business (led by youth), education, and a fun activity.

Regular Meeting Time (example- 2nd Tuesday of the month): _____

Regular Meeting Location: _____

A positive, educational and welcoming environment for members and their families is important. How will you ensure that club gatherings reflect these qualities? _____

Does the 4-H club have a Facebook or other social media page? Yes No

If yes, name of Facebook or social media site/group: _____

CLUB GOALS FOR THE YEAR

It can be very helpful for a 4-H club to set annual goals with the 4-H members and volunteers. Often, these goals help guide and direct the education and programs for the year.

(Examples- increase the educational experiences for members, develop newsletter with 4-H members, review and evaluate community service project to meet local community needs, increase number of youth leaders, etc.)

1.

2.

3.

FUND RAISING AND FINANCIAL INFORMATION

Raising funds for 4-H is an option for approved clubs and groups. Please make sure you understand all the policies and guidelines associated with handling and raising funds in 4-H. If you have questions, please contact the county 4-H office.

Does the 4-H club have a **bank account**? Yes No

If yes, list the financial institution: _____ Account Number: _____

Does the 4-H club have an Employer Identification Number (EIN) through the IRS? Yes No

If yes, list the EIN here: _____

By signing this, I agree to make all reasonable efforts to assure participation in our 4-H Club is open year-round to all interested youth (of eligible 4-H age) and adults regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.

4-H Adult Volunteer Club Leader Signature

Date

WSU 4-H Staff

Date

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15). Concerns regarding potential discrimination may be reported through your local Extension office or directly to the WSU Office for Equal Opportunity, web: oeo.wsu.edu, email: oeo@wsu.edu, phone: 509-335-8288.

CLUB PLANNING CALENDAR

KEEP THIS HANDY PLANNING TOOL FOR YOUR CLUB RECORDS

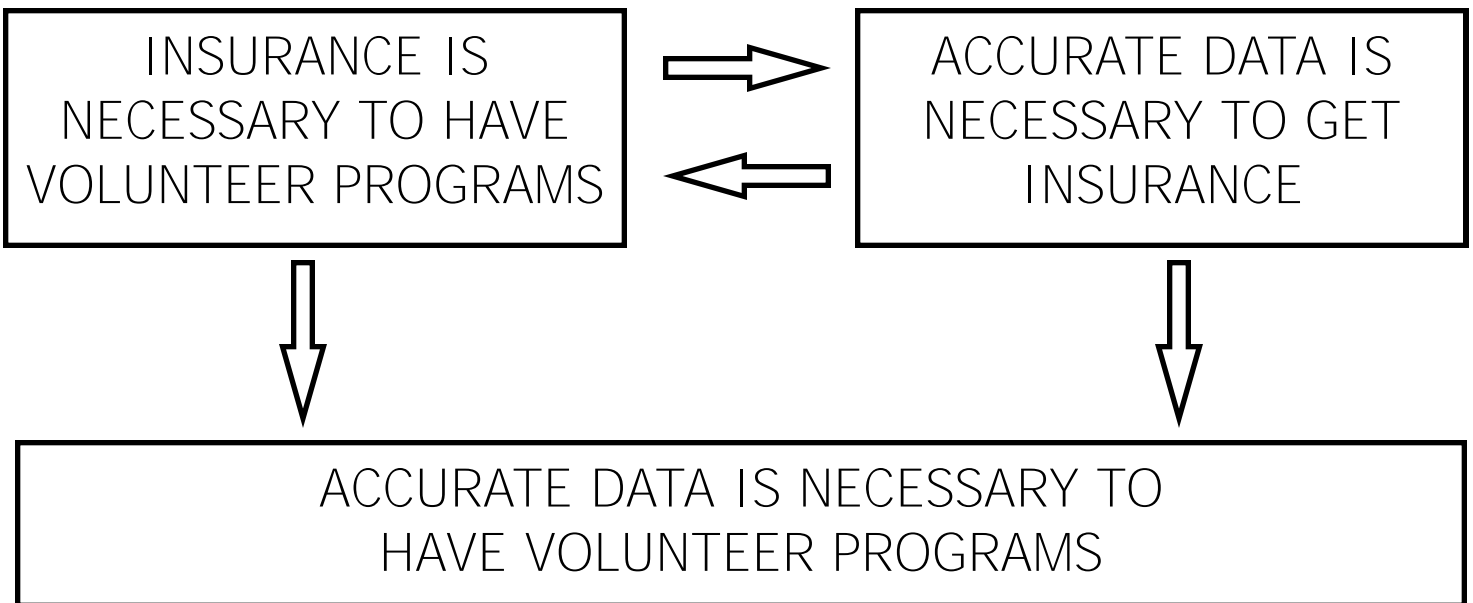
CALENDAR OF EVENTS (Examples: *holiday cookie baking, club demonstrations, community service project*)

Month	Meeting Logistics	Meeting, Event, Activity	Committee Person(s) Responsible
SAMPLE	<i>September 12, 7:00 p.m. Clover Center Town Hall</i>	<i>Business Items: Election of Officers, Community Service idea for fall, form Holiday Party Committee Education/Program: Guest speaker, Clover Center Police Officer Recreation/Refreshments: Smith Family</i>	<i>Mrs. Smith Jane Heart</i>
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			

For more information, refer to WSU Publication C0227, 4-H Program Planning Book, available at: www.pubs.wsu.edu



REPORTING YOUR 4-H VOLUNTEER HOURS



Why Do Volunteers Need to Report Hours in This System?

We at WSU Extension could not have an educational impact in local communities without the work done by volunteers. For this we **thank you** very much! So why do we ask you to do even more for us and report the details of your work? Well, both WSU and the State of Washington look after the well-being of volunteers by requiring workers' compensation insurance for every volunteer. This pays for medical treatment in the event that you are injured while working as a volunteer.

Washington State law requires that all volunteers working in support of WSU programs are covered by worker compensation insurance. The Washington State Department of Labor and Industry uses the dates and number of hours that volunteers work to determine the amount of insurance that must be purchased to adequately cover our volunteers. To be in compliance with State Law, WSU Extension has developed an online tool to facilitate collection and analysis of volunteer contributions.

Please use the following site to report your monthly volunteer hours for the Grays Harbor County 4-H Youth Development program. This includes anything that you have done within your club, community service, fair events, club meetings and council meetings that you attend.

Go to: <http://ext.wsu.edu/Volunteers/default.aspx> and logon.

- Your WSU Volunteer System username is _____
(Last name, First initial, all one word, eg: *HansonT*)
- Your initial password is password! (all lower case and include the exclamation point).
Once you log on you will have the option to change your password.
- If you have any questions/problems contact Tracie (360)482-2934 or tracie.hanson@wsu.edu.

